COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction provides information and guidance on the policy for the World Wide Web (WWW) through the Pope Air Force Base Network and the Internet. This instruction provides detailed guidance for organizations assigned to Pope Air Force Base, and should be regarded as complementary to AFI 33-129, *Transmission of Information via the Internet*. Using the Internet capabilities for unofficial purposes is prohibited and may result in adverse administrative or criminal action. This is the first issuance of this instruction.

1. Responsibility of Pope Air Force Base Public Affairs Office:

1.1. Public Affairs is the final approval authority on all content and design created for public access pages.

1.2. Public Affairs is charged with ensuring the Pope Public Page includes only information that is of value to members of the public who are not affiliated with Department of Defense in any way. The desire for military members or their families to browse information from their homes is not in itself justification to put information on the public access page.

2. Responsibility of Pope Air Force Base Communication Squadron Commander:

2.1. Ensures all information designed for the Web is reviewed before release and safeguards its information source.

2.2. Oversees all the responsibilities of the Webmaster.

2.3. Ensures all Squadron Commanders receive updated Web information.

2.4. Ensures compliance with AFI 33-129, Transmission of Information via the Internet.

3. Responsibility of Pope Air Force Base Squadron Commanders:

3.1. Notify 43 CS/SCB in writing to establish or change Page Masters. The request will be authenticated by Squadron Commanders signature and contain the following information: Organization, full name, grade, office symbol, duty phone number (**Attachment 2**). The number of Page Masters should be limited to the minimum needed to service the organization, and not more than three.

3.2. Ensure their Page Masters go through the review process (paragraph **5.10.**) on all new web sites and major updates to existing web sites IAW AFI 35-101, *Public Affairs Policies and Procedures* (specifically, see Chapter 18) and AFI 33-129, Transmission of Information via the Internet.

3.3. The Squadron Commander for the Squadron requesting web pages on the public or private site is the releasing authority for Web information, but may delegate this authority.

3.4. Ensures all information destined for the Web is reviewed before release and safeguards its information source. A "Pope Internet Checklist Package" will be used to document the coordination of each reviewing official. Once the package has been coordinated through the review cycle, the Releasing Authority must properly authenticate it. Once accomplished, the information can be forwarded to the Pope Webmaster for release.

3.5. Review Public Pages before they go to Public Affairs.

4. Responsibility of Pope Air Force Base Webmaster:

4.1. Maintain the Server's Top-Level Home Page.

4.2. Operation of the server.

4.3. Security of the server.

4.4. Maintain access and security control features.

4.5. Ensure designated approving authority (DAA) approval is re-accomplished if any configuration changes are made to the system.

4.6. Register site with Air Force LINK.

4.7. Ensure all links from pages under their control are appropriate and valid.

4.8. Maintain and evaluate Pope Air Force Base Limited Access and Public Access Pages.

4.9. Provide updates to pages requested by Page Masters.

4.10. Organize the meeting of the Page Masters and the World Wide Web Working Group (WWWWG). (paragraph **4.13.**)

4.11. Maintain and hold on file Page Master Appointment Letters. (**Attachment 2**)

4.12. Maintain and hold on file Internet Checklist Package. (paragraph **5.9.**)

4.13. File the authenticated Pope Internet Checklist Package in the office file plan according to AFMAN 37-139, *Records Disposition Schedule*, Table 37-18, and Rule 17. The package will remain in the active office files until the information has been removed from the Web server.

4.14. Chair the World Wide Web Working Group, which includes one representative from each organization maintaining a Web page. Responsibilities of WWWWG members include providing customer input, hardware/software requirements, and maintaining the awareness of the Web and policies regarding its use within Pope AFB.

5. Responsibility of Pope Air Force Base Page Masters:

5.1. Develop and/or maintain subordinate level pages.

5.2. Validate all links from pages under his/her control.

5.3. Ensure proper access and security controls are in place and operational.

5.4. Maintain access lists.

5.5. Ensure outdated information is removed from the system.

5.6. Ensure all pages are reviewed monthly and approved by the appropriate agencies before posting. Date of last review must be posted on the page.

5.7. Ensure all pages are professionally presented, current, accurate, factual, and related to the organizational mission.

5.8. Ensure all pages are updated at least quarterly.

5.8.1. Quarterly updates are defined as information that maintains currency of information already approved for release. Examples include updates of statistics and contact information, grammar corrections, etc.

5.8.2. Quarterly updates do not include any type of new information not previously cleared for release. Items that are not routine updates include swapping one person's biography for another, adding new information to fact sheets, or expanding information in relation to any previously approved document.

5.8.3. When seeking approval to add new information, only the additional information needs to be reviewed. Also ensure those reviewing the new information know where it will be posted on the previously approved Web page.

5.9. Ensure the Internet Checklist Package is completed and filed in the file plan according to AFMAN 37-139, Table 37-18, and Rule 17. The package will remain in the active office files until the information has been removed from the Web server. An Internet Checklist Package must consist of:

5.9.1. Page Masters Appointment Letter (**Attachment 2**). Appointment letters are the same for Limited Access (Popenet) and Public Access pages.

5.9.2. Hard copy of all Web pages being submitted.

5.9.3. Soft copy of all Web pages being submitted.

5.9.4. Web Page Coordination/Approval Checklist. The Web Page Coordination/Approval Checklist is different for Limited Access and Public Access pages. (**Attachment 3** and **Attachment 4**)

5.10. Ensure the review process has been completed and all security/access controls are in place before posting the information to the Web.

5.10.1. Public Access Pages must be reviewed by the following agencies (in order):

5.10.1.1. Squadron Commander

5.10.1.2. Freedom of Information Act office

5.10.1.3. Public Affairs

5.10.2. Limited Access Pages must be reviewed by the following agencies (in order):

5.10.2.1. Flight Commander

5.10.2.2. Squadron Commander

5.10.2.3. Web Master

5.11. Page Masters will meet periodically, once every 2 months, for cross-feed of experiences and to continuously evaluate the Pope AFB Web process. Page Masters must work closely with the Webmaster and Pope AFB agencies to ensure the Web is effectively employed and the Pope AFB information resource remains protected.

RICHARD J. CASEY,   Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-113 **-** *Managing Messaging and Data Processing Centers*

AFI 33-129 **-** *Transmission of Information via the Internet*

AFI 33-129, AMC1 *- Transmission of Information via the Internet*

AFI 35-101 **-** *Public Affairs Policies and Procedures*

AFI 61-204 **-** *Disseminating Scientific and Technical Information*

AFMAN 37-139 *– Records Disposition Schedule*

DOD 5400.7 *- DOD Freedom of Information Act Program*

DOD 5400.7, AMC1 *- DOD Freedom of Information Act Program*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFSUP—Air Force Supplement

AMC—Air Mobility Command

CS—Communications Squadron

DAA—Designated Approving Authority

DoD—Department of Defense

DSN—Defense Switched Network

HTML—Hypertext Markup Language

IAW—In Accordance With

ID—Identification

LAN—Local Area Networks

OPR—Office of Primary Responsibility

PA—Public Affairs

PC—Personal Computers

SCB—Information Systems Flight

SMGL—Standard Generalized Markup Language

WWW—World Wide Web

WWWWG—World Wide Web Working Group

Terms

Home Page—The terminology associated with a Web document. Normally, it is the default first page of an agency's Web documents or the first page loaded by the Web browser.

Hypertext Markup Language (HTML)—The language used to format information for the Web. HTML is considered a subset of the Standard Generalized Markup Language (SGML), which is the standard for structuring text among desktop publishing applications. HTML allows the user to create documents with images and forms (interactive documents) for the Web.

Information Provider—The Office of Primary Responsibility (OPR) for the content of the material or the authenticator of the information a "Page Masters" posts on the Web.

Internet—The conglomeration of hardware and software protocols that interconnect Local Area Networks (LAN) to form one global network. The Internet is a worldwide conglomeration that is not regulated by state or federal agencies.

Limited Access ("Popenet")—Limited access of Internet information applies to material, which has been approved for limited access. This information has added safeguards that limit the access to a specific group or groups. According to AFI 35-101, Public Affairs Policies and Procedures, Chapter 15, paragraph 15.2.2, Air Force Security and Policy Review, the Public Affairs (PA) Office will provide security and policy review for Internet information at the OPRs request. This review determines degree of releasability; actual release of the material is the decision of the originating OPR, who must determine the appropriate security and access controls required to safeguard the information.

Page Masters—The person within an organization responsible for developing and/or maintaining Web documents.

Public Access—Public access of Internet information applies to material that has been approved for unlimited access. Public access information has no access or security controls to limit access to it. 43 AW/PA will provide security and policy reviews on all information intended for public access. This review determines degree of releasability; actual release of the material is the decision of the originating OPR.

Web Server Administrator ("Webmaster")—The person responsible for the Web server's daily operations - the system administrator for a Web server.

World Wide Web (WWW)—Software and protocols developed using client/server technology to enable the sharing of information through the Internet. Information can be any combination of media or hypermedia; meaning it may be text, graphics, audio, or video files. A Web client or browser is information-retrieval software for personal computers (PCs), enabling a user to access the virtual world of information the Web provides. The Web uses the Internet to pass information between clients and servers.

Attachment 2

PAGE MASTER APPOINTMENT LETTER

DATE

MEMORANDUM FOR 43 CS/SCB

FROM: (Name)

                      (Organization)

SUBJECT: Page Master Appointment Letter

In accordance with AFI 33-129, the following individuals are appointed primary and alternate(s)

Pri/Alt	Name	Rank	Phone	Off Sym	Signature
(P)					
(A)					
(A)					

2. Page Masters responsibilities include:

--The Page Masters will be the central point of contact for Intranet and World Wide Web issues for their unit/organization.

--Ensuring that the information placed on the Pope AFB World Wide Web and Intranet server is in accordance with AFI 33-129.

--Submitting necessary paper work to add and delete permissions for users in their unit/organization from the Pope AFB Intranet Web server.

--Assisting users in their unit with web page creation.

3. This letter supersedes all previous letters, same subject. If you have any questions, please contact one of the above.

Commander Signature Block

Commander

Attachment 3

WEB PAGE COORDINATION/APPROVAL CHECKLIST FOR LIMITED ACCESS

Nbr	Item:	Yes	No	N/A
1.	Do you have a copy of AFI 33-129 and AFI 33-129, AMC1 available? (Required to complete this checklist)			
2.	Does page adhere to copyright restrictions? (AFI 33-129, paragraphs 3.10.3. & 6.1.5.)			
3.	Is outdated or superseded information identified and promptly removed from the system? (AFI 33-129, paragraph 3.11.3/4 & 4.2.1.7.)			
4.	Are all links validated? (AFI 33-129, paragraph 4.2.1.3.)			
5.	Are proper access and security controls in place and operational? (AFI 33-129, paragraph 4.2.1.4.)			
6.	Does your page have a feedback mechanism for users' comments? (AFI 33-129, paragraph 4.2.1.8.)			
7.	Does your page promote personal/commercial gain, or endorse commercial products or services? (AFI 33-129, paragraph 6.1.2. and paragraph 8.2.1.1.2.)			
8.	Does your page contain, link to, or promote obscene/offensive material? (AFI 33-129, paragraph 6.1.3.)			
9.	Does your page store/process classified material or critical indicators on non-approved systems? (AFI 33-129, paragraph 6.1.4.)			
10.	Does your page violate vendors' license agreements? (AFI 33-129, paragraph 6.1.10.)			
11.	Does your page contain copies of other sources on the Internet? (AFI 33-129, paragraph 9.)			
12.	Does your page display incomplete paths or "Under Construction" pages? (AFI 33-129, para 12.).			
13.	Does your page display required warning notices and banners? (AFI 33-129, paragraph 13.2.)			
14.	Does your page contain OPR's name, organization, office symbol, commercial phone number, DSN phone number and e-mail address, and meet the minimum requirements established in AFI 33-129, paragraph 12.1 – 12.4 and AFI 33-129, AMC1, paragraph 7.5?			
15.	If applicable, is Privacy Act and For Official Use Only information password and ID protected?			
16.	If applicable, is DoD contractor proprietary information password and ID protected?			

Nbr	Item:	Yes	No	N/A
17.	Does your page contain critical information (sensitive mission data that by itself is unclassified, but when combined with other available data, may reveal classified information)? Have operations security requirements been reviewed to ensure the page does not contain critical information?			

This checklist must be used by each Web page OPR (units are not authorized to use the term Web master) to ensure that their web page meets all requirements IAW AFI 33-129, prior to page being posted on the Pope Limited Access Web Server.

_____
(Signature and Printed Rank Name and Title)

Attachment 4

WEB PAGE COORDINATION/APPROVAL CHECKLIST

FOR PUBLIC ACCESS

Extreme care must be taken when considering information for release onto publicly accessible sites. Owners and/or releasers of information proposed for such release must ensure that it is not susceptible to compilation with other information to render sensitive or even classified data in the aggregate. The search and data mining capabilities of Web technology must be assessed for a risk management perspective. If there are any doubts, do not release the information!

Nbr	Item:	Yes	No	N/A
1.	Do you have a copy of AFI 33-129 and AFI 33-129,AMC1 available? (Required to complete this checklist)			
2.	Does page adhere to copyright restrictions? (AFI 33-129, paragraph 3.10.3. & 6.1.5.)			
3.	Is outdated or superseded information identified and promptly removed from the system? (AFI 33-129, paragraph 3.11.3/4 & 4.2.1.7.)			
4.	Are all links validated? (AFI 33-129, paragraph 4.2.1.3.).			
5.	Are proper access and security controls in place and operational? (AFI 33-129, paragraph 4.2.1.4.)			
6.	Do your pages have a feedback mechanism for users' comments? (AFI 33-129, paragraph 4.2.1.8.)			
7.	Does your page promote personal/commercial gain, or endorse commercial products or services? (AFI 33-129, paragraph 6.1.2. and paragraph 8.2.1.1.2.)			
8.	Does your page contain, link to, or promote obscene/offensive material? (AFI 33-129, paragraph 6.1.3.).			
9.	Does your page store/process classified material or critical indicator on non-approved systems? (AFI 33-129, paragraph 6.1.4.)			
10.	Does your page violate vendors' license agreements? (AFI 33-129, paragraph 6.1.10.)			
11.	Does your page copy other sources on the Internet? (AFI 33-129, paragraph 9.)			
12.	Does your page display incomplete paths or "Under Construction" pages? (AFI 33-129, paragraph 12.)			
13.	Does your page display required warning notices and banners? (AFI 33-129, paragraph 13.)			

Nbr	Item:	Yes	No	N/A
14.	Does your page contain the OPR's name, organization, office symbol, commercial phone number, DSN phone number and e-mail address, and meet the minimum requirements established in AFI 33-129, paragraph 12.1 - 12.4 and AFI 33-129, AMC1, paragraph 7.5?			
15.	Does your page provide a list of individual or organization e-mail addresses? (**NOTE:** One or two required for legitimate inquiries or page maintenance is acceptable.)			
16.	Does your page provide comprehensive telephone and e-mail listings? (AFI 33-129, paragraph 8.2.3.).			
17.	Does your page contain information that has value to only military and government agencies? (AFI 33-129, paragraphs 7.2.1.2. & 8.1.1.)			
18.	Does your page contain instructions/links to information outside functional area OPR's mission? (AFI 33-129, paragraph 8.2.1.1.9.)			
19.	Does your page contain links or references to commercial or restricted access Web pages? (AFI 33-129, paragraph 8.2.1.1.10.).			
20.	Does your page contain Privacy Act information? (AFI 33-129, paragraph 7.4.2.)			
21.	Does your page contain For Official Use Only information? (AFI 33-129, paragraph 7.4.3.)			
22.	Does your page contain DoD contractor proprietary information? (AFI 33-129, paragraph 7.4.4.).			
23.	Does your page contain Unclassified Scientific and Technical Information restricted by AFI 61-204? (AFI 33-129, paragraph 7.4.5.)			
24.	Does your page contain unclassified information requiring special handling IAW AFI 33-113? (AFI 33-129, paragraph 7.4.6.).			
25.	Does your page contain critical information (sensitive mission data that by itself is unclassified, but when combined with other available data, may reveal classified information)? Have operations security requirements been reviewed to ensure the page does not contain critical information?			
26.	Does your page contain any classification or markings? (AFI 33-129, paragraph 7.2.).			
27.	Does your page contain information exempt from release under the Freedom of Information Act IAW DoD 5400.7-R/AFSUP1 and AMC Supplement 1 (AFI 33-129, paragraph 7.4.8.)			

This checklist must be used by each Web page OPR (units are not authorized to use the term Webmaster) to ensure that their web page meets all requirements IAW AFI 33-129, prior to page being posted on the Pope Public Web Server.

_____

(Signature and Printed Rank Name and Title)